



Recycling tip of the month: manage mountains of email

-By Janice Gedlund, senior environmental analyst

Everyone hangs on to some e-mail longer than the 45-day retention time allotted by IT. Instead of printing out email and storing the paper, try this: Maintain an electronic record of email then use the search function to find a specific message. You can even re-send archived email. Check out easy-to-follow instructions at http://sclinweb/gw/tips/gw_arc.htm.

Thanks to SCL's Information Technology Division for this month's tip. Send your ideas on how to reduce, reuse and recycle at City Light to Janice Gedlund (janice.gedlund@seattle.gov or 386-4583) and win a prize for published ideas.